



# **NEWSPAPER DISTRIBUTION GUIDELINES**

For

Safety Roadside Rest Areas

**HEADQUARTERS  
OFFICE OF ENCROACHMENT PERMITS  
&  
OFFICE of STATE LANDSCAPE ARCHITECT**

**MARCH 2003**

## **NEWSPAPER DISTRIBUTION GUIDELINES**

### **SPECIAL PROVISIONS & PERMIT CONDITIONS**

#### **APPLICATION SUBMITTAL**

Streets and Highway Codes Section 220.5 authorizes the placement of Newspaper Vending Machines, herein after referred to as “distribution boxes,” at Safety Roadside Rest Areas (SRRA).

- Section 220.5 (c) authorizes the Department the rights of determination in which SRRA are suitable for placement of these facilities.
- Section 220.5 (d) authorizes the Department the right to determine a suitable fee.

Newspaper distribution boxes at Safety Roadside Rest Areas (SRRA) and Vista Points are permissible when a Newspaper Entity has entered into a “Newspaper Distribution Agreement,” hereinafter referred to as “Agreement”, through the Office of the District Landscape Architect.

The Office of the District Landscape Architect is responsible for all reviews, field studies, and document preparation before sending the completed package, consisting of the Agreement, the required fee/deposit and a completed Encroachment Permit Application to the District Encroachment Permits Office for permit issuance.

The Department retains all rights in determining whether or not the placement of Newspapers and distribution boxes will be allowed within any SRRA and/or Vista Point. When the Department grants permission to allow placement of these facilities, they shall be limited to a total of four units per SRRA location.

#### **FEE / DEPOSIT**

A check in the amount of four (4) hours of the encroachment standard hourly rate shall be submitted with the package to the District Permits Office. This deposit/fee will cover processing of the application, review, issuance of the permit and inspection. All permits issued for the placement of a Newspaper within a SRRA shall be issued for a period of one year.

The permittee is responsible for all actual costs of the permitting process. When there are issues of non-conformance that could result in additional time expenditures the permittee shall be required to compensate re-imbursement of that time expended.

#### **SPECIAL PROVISIONS & CONDITIONS**

Subcontracting under this permit will not be allowed for the placement of the newspapers.

The permittee is required to provide weekly maintenance checks on their distribution facility, to ensure cleanliness of the area surrounding their facility.

Storage of newspapers on State rights-of-way will not be allowed.

A copy of the newspaper is the only item that will be allowed in the window of the door on the distribution box.

The permittee is required to notify the States’ representative prior to start of any work in the States’ right-of-way, to include performing weekly inspections.

**Vehicles shall be parked in the parking lot when filling or re-filling of the distribution boxes.**

Any three violations of the special provisions or permit conditions within the term of the permit will result in revocation of your permitted privileges.

### **INSTALLATIONS & CONDITIONS**

All new installations of distribution facilities shall be installed and maintained by the permittee under the direction of the States' representative and shall be in compliance with the following criteria:

Within each Safety Roadside Rest Area (SRRA), all distribution facilities (boxes and pedestals) shall all be of the same type, model, manufacturer and color (see Attachment #1 & #2) so that a uniform appearance is maintained as directed by the States' representative and per the attachments provided.

The distribution facilities shall be located within the SRRA as directed by the States representative, in the planted areas wherever practicable, adjacent to walkways and electroliers to reduce the exposure to vandalism and theft.

The distribution facility should be located in an area where it will be unobtrusive and not detract from other elements of the SRRA. It will be located so that it is convenient and easily accessible to the traveling public.

The front of the distribution facility should be parallel with the edge of the walkway.

The distribution boxes are to be securely fastened to square steel pedestal mounts, which are to be set in a concrete footing located within the planted area. The top of the concrete footing is to be covered with soil, mulch or ground cover to restore the area to its previous appearance to as great an extent as possible. Distribution boxes furnished with a pedestal mount equipped with a steel flange base designed to be bolted to concrete surfaces are to be used only where directed by the Departments' representative.

All distribution facilities shall be free of any advertisements and shall be maintained in a clean, neat and attractive condition and in good repair at all times. Any facilities (boxes, pedestals) that are damaged, in a state of disrepair, or due to wear and tear which are no longer in a presentable condition (clean, neat and attractive) shall be replaced or repaired by the permittee within (48) hours after discovery or notification by the States' representative to do so.

All distribution facilities which have been lost, stolen or vandalized and facilities that are no longer to be used, shall be removed, replaced or repaired by the permittee within (48) hours after discovery or notification by the States' representative to do so.

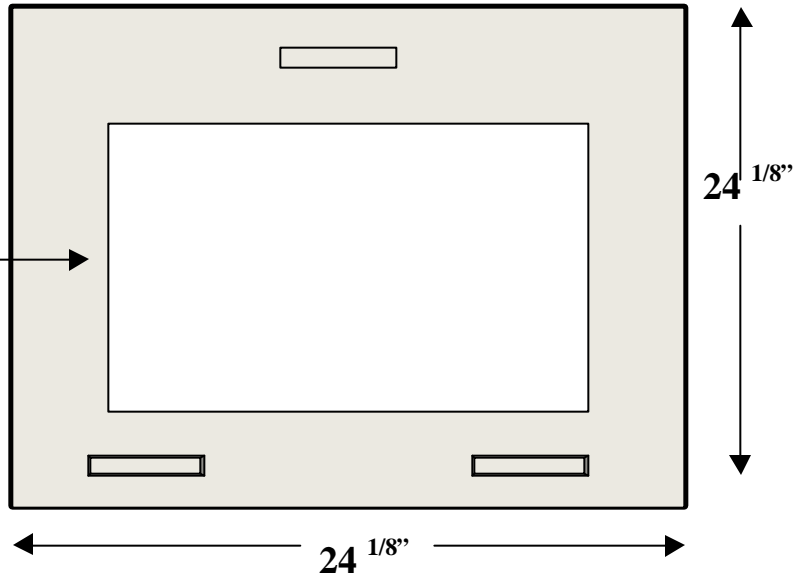
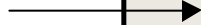
Any distribution facility that is missing, vandalized or unused and is not to be replaced shall be removed, and the site shall be returned to its original condition.

**THESE GUIDELINES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE HEADQUARTERS OFFICE OF ENCROACHMENT PERMITS. IT IS THE RESPONSIBILITY OF THE PERMITTEE TO REMAIN CURRENT WITH THE SPECIAL PROVISIONS AND PERMIT CONDITIONS OF THESE GUIDELINES.**

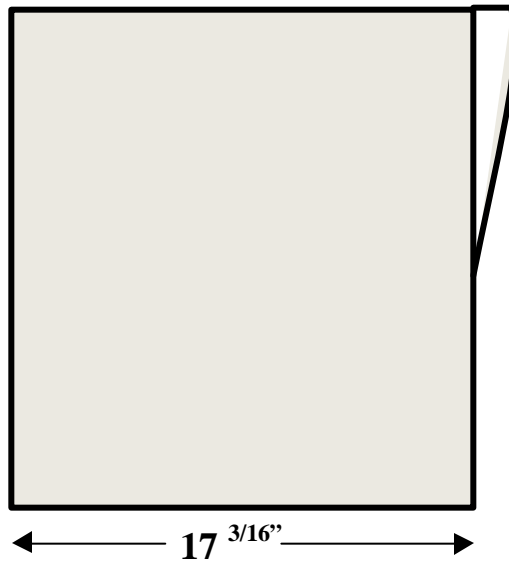
ATTACHMENT #1  
DISTRIBUTION BOXES

FACE VIEW

BEIGE COLOR

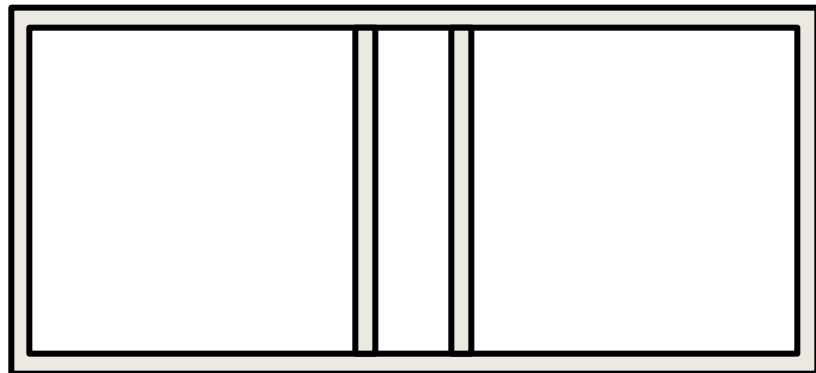


SIDE VIEW



DOUBLE BOX DIAGRAM

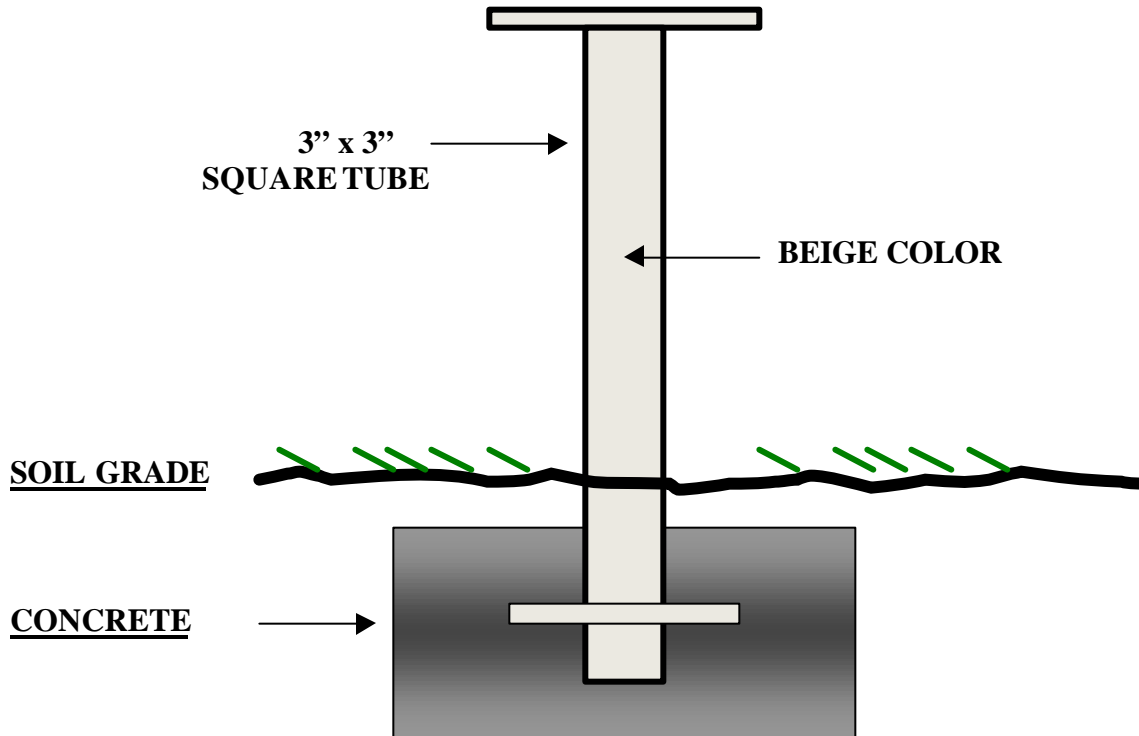
TOP VIEW  
Of  
BASE TRAY



## ATTACHMENT #2

### PEDESTAL

#### SINGLE BOX DIAGRAM



The distribution boxes are to be securely fastened to square steel pedestal mounts, which are to be set in a concrete footing located within the planted area. The top of the concrete footing is to be covered with soil, mulch or ground cover to restore the area to its previous appearance to as great an extent as possible. Distribution boxes furnished with a pedestal mount and equipped with a steel flange base that are designed to be bolted to concrete surfaces are to be used only where directed by the Department.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**NEWSPAPER DISTRIBUTION AGREEMENT**  
TR-0150 (NEW 03/2003)

The undersigned newspaper distributor, hereinafter referred to as DISTRIBUTOR, desires to place and maintain a **newspaper** and newspaper vending machine, hereinafter referred to as "Machine", at certain identified safety roadside rest areas owned and operated by the State of California, Department of Transportation, hereinafter referred to as STATE. DISTRIBUTOR agrees that the following conditions apply:

1. DISTRIBUTOR shall comply with the applicable provisions of the California Administrative Code and directions from the STATE as to the location and placement of each Machine and including its associated pedestal.
2. DISTRIBUTOR shall indemnify, protect and hold harmless the STATE, its officers and employees from all claims for injury to persons or damage to property by reason of the presence, location and/or maintenance of the Machine on STATE property, or by reason of claims based on acts of DISTRIBUTOR'S agents, employees or workers.
3. Maintenance of the Machine shall be the sole responsibility of DISTRIBUTOR, including any replacement or repair of Machine stolen or damaged by vandalism. DISTRIBUTOR shall begin to make necessary repairs within 48 hours after receipt of written or oral notification by STATE.
4. In the course of servicing a Machine, DISTRIBUTOR shall not deposit in or about any safety roadside rest area any wrapping paper, tying material or other litter, except to dispose of such material in a receptacle intended for that purpose. Any material that cannot be disposed of in available receptacles shall be immediately removed from the premises by DISTRIBUTOR.
5. If the distribution of newspaper is discontinued for thirty consecutive days, DISTRIBUTOR shall remove the Machine and restore the site to its original condition.

If the Machine to be removed is on a pedestal shared with other machines, DISTRIBUTOR shall modify the pedestal to properly accommodate the remaining machines.

If, after such discontinuance, or if the terms of this Agreement are violated, and DISTRIBUTOR fails to remove the Machine and restore the site within ten days after reasonable notice and demand, STATE may thereafter remove the Machine and restore the site to its original condition and DISTRIBUTOR agrees to reimburse the STATE for the reasonable costs of that removal and restoration.

6. STATE reserves the right to close, temporarily or permanently, the safety roadside rest area for any reason without notification to the DISTRIBUTOR.
7. This Agreement shall commence on \_\_\_\_\_ 20\_\_\_\_, and shall terminate on \_\_\_\_\_ 20\_\_\_\_

The parties agree that only the following newspaper may be distributed:

NAME OF REST AREA(S)	TRAVEL DIRECTION	NEWSPAPER NAME

COMPANY NAME	CONTACT PERSON	PHONE NUMBER
ADDRESS	E-MAIL ADDRESS	

DISTRIBUTOR'S SIGNATURE



**DISTRICT USE ONLY**

DISTRICT REST AREA COORDINATOR'S NAME	PHONE NUMBER
DISTRICT REST AREA COORDINATOR'S SIGNATURE	E-MAIL ADDRESS

